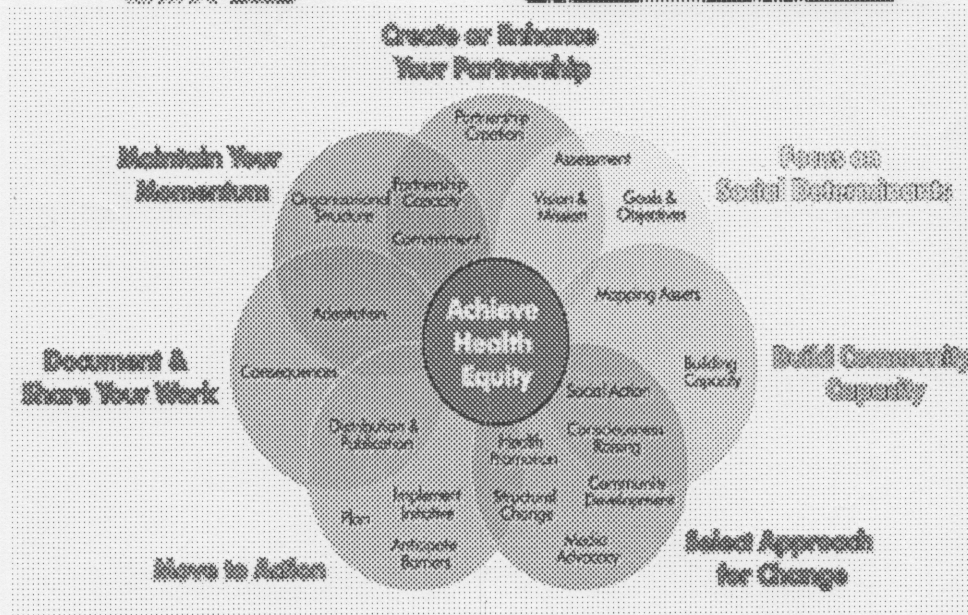
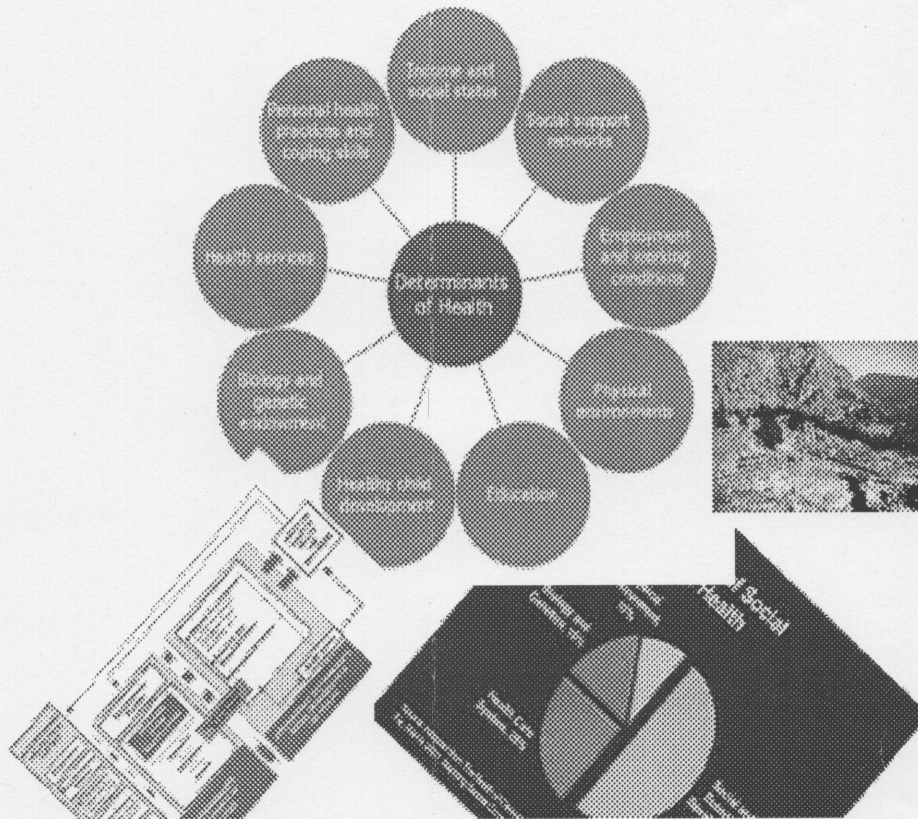




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3. Make known any changes in personal circumstances which may have any implications on their study.
4. Pay promptly all fees and charges that are due.

Support and guidance

We shall provide you with:

1. Support and guidance to enable you to pursue your academic, vocational and personal goals and realise your potential. Details of these services are published in accessible printed and electronic publications.
2. An induction to the course of study and an orientation programme to Rushmore and its services.
3. Access by appointment to a personal tutor to help you plan your learning programme and review your overall performance.

Students are expected to:

1. Take part in orientation and induction programmes.
2. Make timely and responsible use of the various support and guidance services provided.

Equal opportunities

You can expect us to:

1. Promote access to our premises and services to all who can benefit.
2. Encourage equality of opportunity by creating a diverse learning environment within which individual characteristics are recognised and valued.
3. Eliminate unfair discrimination in recruitment and admissions processes and in assessment decisions.
4. Have selection criteria for admission based on merit, qualification, experience and potential.
5. Provide pre-admission advice and information for disabled students and support after admissions.
6. Create a community where you are free from discrimination and harassment associated with your age, gender, religion, beliefs, disability, ethnicity, marital status or sexual orientation.

Conventional norms of behaviour apply to computer based information technology just as they would apply to more traditional media. Rushmore is committed to achieving an educational and working environment which provides equality of opportunity freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.

9.12 No user shall interfere or attempt to interfere in any way with information belonging to or material prepared by another user. Similarly no user shall make unauthorised copies of information belonging to another user. The same convention of privacy should apply to electronically held information as to that held on traditional media such as paper.

9.13 Unacceptable use of Rushmore's computers and network resources may be summarized as:

- a) the retention or propagation of material that is offensive, obscene or indecent, except in the course of recognised research or teaching that is permitted under Mauritian and international law; propagation will normally be considered to be a much more serious offence;
- b) causing annoyance, inconvenience or needless anxiety to others;
- c) defamation;
- d) intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
- e) unsolicited advertising, often referred to as "spamming";
- f) attempts to break into or damage computer systems or data held thereon;
- g) attempts to access or actions intended to facilitate access to computers for which the individual is not authorised;
- h) Unauthorized resale of Rushmore's services or information.

9.14 These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of this policy:

- a) the distribution or storage by means of pirated software;
- b) non-academic activities which heavy network traffic, especially those which interfere with others' legitimate use of IT services or which incur financial costs;
- c) frivolous use of Rushmore's owned Computer laboratories, especially where such activities interfere with others' legitimate use of IT services;
- d) the deliberate viewing and/or printing of pornographic images;
- e) the passing on of electronic chain mail;
- f) the use of departmental academic mailing lists for non-academic purposes;
- g) the purchase of blank CDs for the purpose of copying unlicensed copyright software;
- h) The use of other people's web site material without the express permission of the copyright holder.

9.15 Any software and / or hard copy of data or information which is not generated by the user personally and which may become available through the use of Rushmore's computing or communications resources shall not be copied or used without permission of Rushmore or the copyright owner. In particular, it is up to the user to check the terms and conditions of any license for the use of the software or information and to abide by them. Software and/or information provided by Rushmore may only be used as part of the user's duties as a student of Rushmore or for educational purposes. The user agrees to abide by all the licensing agreements of any software.

8.0 Student Complaints

- 8.1 Rushmore is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers.
- 8.2 Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the School's provision occur, the School expects the student to report the problem/s to their personal tutor which will be speedily and effectively dealt with. Students are also encouraged to raise matters of concern promptly with their Course Coordinator as many matters can be resolved at their level.
- 8.3 Complaints must be made in a professional and appropriate manner according to the rules and regulations of the School.
- 8.4 If a matter cannot be resolved informally, a student, that is the complainant, may submit a formal complaint in writing to the Director.

Student Discipline

Academic Misconduct

7.0 The following shall constitute misconduct and render a student liable to disciplinary action:

- a) disruption of, or improper interference with, the academic, administrative, social or other activities of the School, whether on the School's premises or elsewhere;
- b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or visitor to the School;
- c) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on the School's premises or engaged in any School activity, or gross or repeated insolence towards any student, member of staff or visitor to the School;
- d) fraud, deceit, deception or dishonesty in relation to the School or its staff or in relation to while being a student of Rushmore;
- e) action likely to cause injury or impair safety on the School's premises;
- f) sexual, racial or religious harassment of any student, member of staff, or visitor;
- g) acts of plagiarism, collusion, cheating, academic dishonesty and/or a neglect of academic obligations;
- h) damage to, or defacement of, School's property or the property of other members of the School community caused intentionally or recklessly, or misappropriation of such property or misuse or unauthorised use of School premises or items of property, including computer misuse;
- i) falsification, misappropriation or misuse of School's documents or records or other data, held in any format;
- j) conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence take place on the School's premises, or affects or concerns other students or staff members, or damages the good name of the School;
- k) behaviour which brings the School into disrepute;
- l) failure to disclose name and other relevant details to an officer or employee of Rushmore in circumstances when it is reasonable to require that such information be given, or failure to comply with a reasonable request made by any member of the staff who is authorised to make such a request, or refusal to leave the School building or the grounds of the School when requested to do so by a member of staff, or by any employee of the School who has responsibility for the security of the building or property;
- m) Failure to comply with the provisions of the School's Rules and Regulations.

5.0 Assessments Submission

of Assignments

- 5.1 All assignments must be submitted by the due date on Moodle
- 5.2 All assignments must be accompanied by a completed and signed E-assignment coversheet (available on Moodle) as part of your submission on Moodle. The information collected on the assignment coversheet is for the primary purpose of assessing the student's assignment. Other purposes of collection include recording the student's plagiarism and collusion declaration. It may not be possible for the School to assess a student's assignment where the assignment form has not been duly completed and signed and this could constitute a non-submission.

Late Submission of Assignments

- 5.3 Where a student experiences a sudden illness or other serious or unforeseen event or set of circumstances, s/he should apply for an extension under extenuating circumstances before the assignment deadline.
- 5.4 An extenuating circumstance is a serious or significant event which is unforeseen and unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time.
- 5.5 Students are responsible for ensuring that the School is notified of any extenuating circumstances (form in available on Moodle) at the time they occur and for supplying supporting documentation by the deadline. The School reserves the right to verify the authenticity of any evidence submitted.
- 5.6 Failure to divulge information and provide evidence at the appropriate time or the inability of the School to verify documentary evidence may mean that a Board of Examiners has insufficient information to accept extenuating circumstances or to judge their severity.
- 5.7 Students will receive prompt decisions as to whether their extenuating circumstances have been approved.

Examinations

- 5.8 Examinations will be held in accordance with the published timetable which will be available at least 2-4 weeks before the commencement of the examination period.
- 5.9 Students should read the exam timetable carefully to ensure that they have been correctly entered for examinations and know the time and date of the examinations they are required to take. Misreading the exam timetable will not be accepted as a satisfactory explanation for absence from an examination. Special arrangements cannot be made to accommodate a student's personal preferences.

Fitness Room

- 3.23 Students have access to the fitness room which is equipped with the latest fitness equipment, providing a healthy environment.
- 3.24 The fitness room is open from 09:00 to 20:00 Monday to Friday, and 09:00 to 15:00 on Saturday.
- 3.25 Students exercise at their own risk and are responsible for their own safety. The School is not liable for any injury that arises from the use of the Fitness Room.

Cafeteria

- 3.26 Food and/or drinks are strictly not allowed in lecture rooms and anywhere in the campus building except for the cafeteria.
- 3.27 A well-equipped cafeteria is accessible to all students.

4.0 Student Obligations

General

- 4.1 All students are required, as a condition of their registration, to abide by the Rules and Regulations approved and amended from time to time by Rushmore throughout the period of their registration as a student or course participant.
- 4.2 All students are expected to show consideration for the feelings and sensibilities of others, to play their part in maintaining a harmonious atmosphere among fellow students and staff and to conduct themselves with propriety at all times. This includes behaviour both in and around Rushmore, in public places and in the use of online services.

Attendance

- 4.3 Attendance is an essential requirement for all programmes of study, full or part-time. All students are required to attend all learning and teaching sessions associated with the programme of study on which they are registered.
- 4.4 Course coordinators are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the School, and will only be granted if the student concerned takes full responsibility for the completion of outstanding academic work.
- 4.5 Timetables are organised based on the availability of teaching resources. Classes may be held on weekdays during the day or evening, and on weekends.

Contact Details

2.12 All fees should be paid in full by the deadline as mentioned in the payment plan agreement (annexed to invoice). Payments received after the deadline are subject to a charge of 2% on the amount due. Any student having outstanding fees for longer than two months may have his/her registration terminated and the amount outstanding will be recovered through an attorney, the cost of which will be borne by the student.

2.13 No certificate/testimonial will be issued to a student who has any balance due to the school.

Refund Policies

2.14 Tuition fees are normally non-refundable.

2.15 Refunds will only be made if a student withdraws from the course at least 2 weeks prior to the start of the programme of study and informs the School of such in writing.

3.0 Facilities

Library

3.1 The Library is open from 09:00 to 19:00 during weekdays and 09:00 to 12:00 on Saturdays, and is closed on Sundays, Public Holidays and School Holidays.

3.2 Students have access to a large number of books, references, study manuals, academic journals, newspapers and electronic services such as electronic journals, full-text databases and bibliographic indexes.

3.3 Students can borrow a maximum of 2 books and for a maximum period of 7 days.

3.4 A fine of Rs50.00 per day will be charged for books not returned by the due date.

3.5 Borrowers will be responsible for any loss, non-return or damage of any books issued. Students shall be required to pay the cost of replacement.

3.6 Reference books, newspapers, journals and magazines should not be taken out of the library.

3.7 The Library should be used only for the purpose of academic study and research, and for consultation.

3.8 Students in the Library must strictly observe silence and should not disturb other users.

3.9 Books or reading materials must be returned to their original place after being used.

3.10 Students should take good care of the workstations in the Library and will be liable to any damage caused.

Registration

- 1.11 Students are required to complete a registration process when they commence their studies with Rushmore and will only be formally admitted to Rushmore as registered students on satisfactory completion of this process.
- 1.12 Students undertaking any programme of study of more than one year's duration including students who are in a period of deferment will be required to complete an annual re-registration process. Failure to complete the annual re-registration process by the specified deadline may result in students being withdrawn from their programme of study.
- 1.13 After registration, students may only change or vary their programme of study with the permission of the School.
- 1.14 Transfers between programmes will be approved by the School subject to the student meeting the entry requirements and subject to availability of seats on the programme.

Deferral and Withdrawal from Studies

- 1.15 A student may be granted a period of deferment where it is accepted that s/he has personal mitigating circumstances. A deferment of studies is an approved absence from the programme of study and assessment for an award. Deferment of studies indicate that a student is not actively studying but remains registered with Rushmore.
- 1.16 An applicant accepted for admission to a programme with a stated start date may request a deferral of entry to a later start date. Applicants will receive a new offer letter detailing the new start date and will retain their applicant status.
- 1.17 A student wishing to withdraw from any programme should notify the School in writing immediately.
- 1.18 In cases where, due to non-attendance, the School considers that a student has withdrawn from a programme, the student will be contacted at their last registered address and asked to contact the School by a specified date. If a student fails to respond satisfactorily by the specified date, it will be assumed that they have withdrawn from the course.

Accreditation of Prior Learning

- 1.19 A student is responsible for applying for recognition of prior learning and for providing all required evidence at the time of application to Rushmore.
- 1.20 Rushmore may recognise certificated or experiential learning for the purpose of exemption from the requirement of programme of study and assessment, whether it has been undertaken at the School or elsewhere.
- 1.21 Exemptions from a programme will be made on the basis of evidence of prior achievement of the learning outcomes associated with the relevant module(s) and approval from the awarding body.

Table of Contents

1.0 Admission and Registration.....	3
2.0 Tuition Fees.....	5
3.0 Facilities.....	6
4.0 Student Obligations.....	9
5.0 Assessments.....	10
6.0 Quality Assurance.....	11
7.0 Student Discipline.....	12
8.0 Student Complaints.....	14
9.0 IT Policy.....	15
10.0 Undertaking.....	17

① 7th Feb, 2018 #

A. Card given → to be returned on completing course #

② 14.02.